

Essex Development and Regeneration Agency

Role description: Sports Projects Coordinator

Work location: ExDRA, Chelmsford

Salary: £24,000 - £26,000 per annum (3 year fixed term contract, subject to funding)

Reports to: sportessex Head of Delivery

Overall Purpose: To coordinate the achievement of the Essex Local Area Agreement target for increasing adult participation in sport and physical activity.

This role will encompass:

- Ensuring a cohesive and coordinated approach to the delivery of the Essex LAA NI8 target
- Acting as an adviser and an advocate for sportessex
- Positioning sportessex as the leader of innovative and bespoke outcomes and solutions
- Contributing to the strategic development of sportessex as a business

Areas of focus:

1. Take responsibility and coordinate the delivery of the Local Area Agreement NI8 intervention action plans in Essex.
2. Address and focus on the gap in the participation rates in Basildon, Castle Point, Harlow, Rochford and Tendring.
3. Engage with Creating Excellence to ensure the effectiveness of the "Fit for Business" intervention to ensure accessible activity opportunities within the workplace.
4. Work with National Governing Bodies of Sport to ensure the effective implementation of their sports plans within the Local Area Agreement.
5. Identify new opportunities for years 2 and 3 of the Local Area Agreement in Essex and with the sportessex Head of Investment secure additional funding from new and existing partners.
6. Connect this work with the sportessex team and the active alliance to support the delivery of the project
7. Collect evidence on the impact of this role and contribute to the sportessex Performance Management Framework.
8. Liaise closely with the activealliance in Essex to ensure a co-ordinated approach to the delivery of services.
9. Promote this work specifically and contribute to the communication activity of sportessex in general by connecting this work to the sportessex Communications and Marketing Plans.
10. Take an equitable and inclusive approach in all areas of work and when working with all partners and stakeholders.
11. Seek to ensure the sustainability of this role through the establishment of effective long-term, multi agency partnerships across sectors.

12. Carry out any other related duties commensurate with the responsibility level of the post.

Success Criteria/Measurements

- Evidence of contributing to the overall target across Essex of a 4% increase in the physically active population by 2011.
- Evidence of contributing to the target of 1.5% increase per annum in the physically active population in the districts of Basildon, Castle Point, Harlow, Rochford and Tendring.
- Evidence the impact of this role through a credible monitoring and evaluation system.
- Feedback from customer groups to the Line Manager on the impact of this role.
- Achievement of personal performance targets as identified by the review process.
- Effective communication of delivery through regular verbal and written reports.

Competencies required

Strategic awareness	<ul style="list-style-type: none"> o Politically and financially astute in working with partners o Effective management of crises o Flexible approach to changing conditions o An innovative and strategic thinker, translating goals into meaningful deliverables.
Leadership	<ul style="list-style-type: none"> o Ability to negotiate an effective strategy and ensure it is effectively delivered o Ability to inspire others, both within and external to sportessex. o Capable of representing sportessex with external partners in a way that is consistent with the values and ethos of sportessex.
Skills and expertise	<ul style="list-style-type: none"> o Experience of working with one or more Sports Governing Bodies and/or in a sports development capacity. o Resilient and learns from feedback o Breadth of knowledge, skills and empathy with sport and physical activity issues. o Deep understanding of the diversity of sport. o Ability to use computer applications for communication, management of data and information and to ensure personal and team productivity
Partnership and collaboration	<ul style="list-style-type: none"> o Is a team player and used to working in a cross functional capacity o Achieves goals through collaboration and partnership o Develops and maintains excellent relationships with partners

<p>Business and commercial acumen</p>	<ul style="list-style-type: none"> o Anticipates and acts upon opportunities for commercial benefit to sportsex o Seen as being actively committed to improving opportunities for all partners
<p>Operational management</p>	<ul style="list-style-type: none"> o Highly competent at planning, organising and project implementation. o Comfortable operating in an environment of uncertainty and ambiguity. o Pragmatic approach to decision making and problem solving and change management. o Focuses on delivery of commitments on time and on budget
<p>Development of others</p>	<ul style="list-style-type: none"> o Strong believer in the value of developing people and teams through coaching, mentoring and leading by example. o Role model for others; source of advice; consultancy often sought by colleagues
<p>Analytical skills</p>	<ul style="list-style-type: none"> o Skilled at drawing out key issues and forming judgements from analysis of data and situations o Capable of conjuring up new scenarios and possibilities
<p>Communication and influence</p>	<ul style="list-style-type: none"> o Possesses excellent verbal and written communication skills o Excellent presentation, negotiation and persuasion skills o Wins concessions without damaging relationships o Comfortable and effective interacting with people at all levels and through various media.